NOTES FROM THE DIRECTOR

Tea With Troy
As you know, the next Tea With Troy will be at 3:00 on February 17. The topic this month will be "hot button" issues. As we head into the intensive period with statewide assessments, I would be interested in hearing from you regarding the top issues you are currently facing in anticipation of our spring testing windows opening. Access information for the live GlobalMeet webinar is as follows:
● From your computer, go to the GlobalMeet login page.
● Choose "Enter as a guest."
● Enter your name and email address (you do NOT need to "Register").
● Click "JOIN MEETING."
● Connect audio. The preferred option is to "Call My Phone." (Other audio connection options were provided in the one-page reference guide attached to the calendar invite also emailed today).

~Troy
Troy Couillard, Director - Office of Student Assessment

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WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

● **New Documents now available on the Forward Exam resources webpage!**
  ■ Multiple Student Upload File Layout
  ■ Text Dependent Analysis (TDA) Writing Rubric
  ■ Sample Test Schedules
  ■ Proctor Guidelines

● *REMINDER* **- eDirect Login Email**
  ○ Emails for access to eDIRECT, the interface for the administrative functions of the DRC INSIGHT Online Learning System, were sent to all DACs on January 26. If you did not receive an email, please email Tahira Chaudary.

ACT HIGH SCHOOL ASSESSMENTS

● **Confidentiality Agreements:** All DACs must complete and submit signed confidentiality agreements to osamail@dpi.wi.gov by **02/19/2016**. Any district/school staff who have access to the test or reports (providing accommodations, setting up tests, etc.) must sign and submit the form at the local level to their DAC/SAC. **Only** the Completed DAC confidentiality forms should be sent to DPI. All other forms shall be retained at the district/school level.

ACT & WorkKeys

- *REMINDER* - **Non-College Reportable Accommodations:** The window for ordering **Non-College Reportable Accommodations** test materials closes on **February 11**.
  - The Non-College Reportable Accommodation Notification, located on the DPI ACT Accommodations and Supports web page, should be signed by parents of students who will be taking the ACT and WorkKeys with Non-College Reportable accommodations.
    - Test scores achieved with non-college reportable accommodations are used **only** for state or district purposes. They will **not** be reported to colleges.
  - An email regarding ordering these test materials was sent by ACT on 2/1/16 to all DACs and ACT Test Coordinators from Statetesting@act.org. Accommodation Matrices, and additional DPI guidance documents are available on the DPI ACT Accommodations and Supports webpage.

ACT Aspire

- *REMINDER* - **New ACT ASPIRE AVOCET Webpage**: As we have requested of ACT ASPIRE, a Wisconsin-specific AVOCET webpage http://avocet.pearson.com/WisconsinACTAspire/Home has been launched where manuals specific to the Spring ASPIRE assessment are housed to avoid any confusion with the periodical assessment. This will be very useful to access the manuals, trainings, and technology information for the Spring testing.

- *REMINDER* - The **Calendar of Training Events** can be found at the ASPIRE vendor webpage on the Training and Manuals tab. ACT Aspire hosts regularly occurring webinars for districts and schools, covering a variety of topics. Sessions for the spring begin this week, and are available for registration now. Recorded ASPIRE training modules are also available at the DPI ACT Training webpage.

ACCESS for ELLs

- *REMINDER*
  - Additional materials must be ordered by this **Friday, February 12**
  - The close of the test window and last day to return materials is **Friday, February 19**
  - All test materials must be *received* by DRC by **Tuesday, February 23**

DYNAMIC LEARNING MAPS (DLM)

- *REMINDER* - **Completion of Required Training:** In order for a test administrator to receive credit for their training, they must follow the instructions listed on the 'Congratulations' pop-up window and *open* the provided certificate. Test administrators who do not open their certificate will not be provided test tickets. Test administrators can log into Moodle and access certificates at anytime, thus completing their requirement.

- *REMINDER* - **Data Lockdown Update:** In an effort to prevent possible invalidations and misadministrations, DLM is implementing a lockdown of all Educator Portal data except student PNPs and FCS. This lockdown window will begin March 14 through the end of the test window on May 20. All data should be checked and validated by both the District Assessment Coordinator and the Test Administrator prior to this time. Should data corrections be necessary

during the window, all requests must be made by the District Assessment Coordinator through the DLM Helpdesk. Further information about this process will be forthcoming.

- *REMINDER* - **Data Management Helpful Hints: Remember, be sure to use the [DATA STEWARD MANUAL](#) for all uploads and data corrections**
  - **Uploading Student Enrollments**
    - Only new students to DLM can be manually entered; all students who took the assessment last year must be uploaded into the Portal through the Enrollment Template. Be sure to download this year's version of the template from the [DLM Webpage](#). DPI has created a [Data Translation Guide](#) to help you with this process and is also available on the [DLM Webpage](#).
  - **Uploading Rosters:** Rosters can be created either manually or through the Roster Upload Template, also available on the [DLM Webpage](#).
    - Students in grades 3-11 should be included on rosters for 'ELA' and 'M'
    - Students in grades 4 and 8-11 should be included on rosters for 'SCI'
    - Students in grades 4, 8 and 10 should be included on rosters for 'SS'

PALS

- The <u>optional</u> PALS mid-year screening window will remain open until Friday, February 19, 2016. The score entry window will also remain open until February 19.

- *REMINDER -* Refer to the [Assessment of Reading Readiness, 2016-17 School Year](#) guidance document prepared by DPI regarding the new requirements for assessing students for reading readiness for the 2016-17 school year.

NAEP (*selected schools only*)

- Please note that Angela Dugas, NAEP State Coordinator for Wisconsin, will be on medical leave beginning today for at least a couple weeks. She will be available by email (angela.dugas@dpi.wi.gov) as soon as possible, but if you have any questions about a school's assessment in the meantime, contact your NAEP Field Staff Representative (click on the "contact us" link at the top of your MyNAEP page www.mynaep.com).

- *REMINDER -* A few schools still need to complete some of the *Prepare for Assessment* tasks on MyNAEP. Field Staff Representatives are in touch with schools about what still needs to be completed. Districts can review schools' progress by visiting MyNAEP and opening the *Prepare for Assessment* link; tasks that are completed have checkmarks.

DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
February	January 18 - February 24: Window for test coordinator to prepare for testing by: ● Reviewing the status of all examinees' ACT-approved accommodations requests in TAA ● Running an advanced search in TAA to create a preliminary roster of examinees	ACT
	1 - 29: NAEP testing continues (window is Jan. 25 - Mar. 4)	NAEP
	10: ACT-Approved Accommodations Late Consideration Request forms due	ACT
	11: Deadline to order ACT Non-College Reportable Accommodations	ACT
	12: Last day to order additional ACCESS materials (Changed from 1/29)	ACCESS
	12: DPI creates rosters for the ACT Aspire (grade 9 and 10) and the Forward Exam (grades 3-8 and 10) - Ensure that WSLS enrollment information is current and up to date	Forward, Aspire
	17: Tea with Troy 3:00 - 4:00	General
	19: Completed ACT - DAC Confidentiality forms due to DPI *(all others submitted and kept at local level)*	**Aspire/ACT/ WorkKeys**
	19: PALS mid-year screening and score entry window closes	PALS
	19: DLM Data uploads and validation due	DLM
	19: ACCESS Test Window Closes (Changed from 2/5)	ACCESS
	19: Last day to ship ACCESS materials to DRC (Changed from 2/12)	ACCESS
	26 - March 18: Window to confirm 9th and 10th grade student data files in the ACT Aspire Portal.	ACT ASPIRE
	26 - March 18: Window to enter all accommodations into Personal Needs Profiles (PNP) in the ACT Aspire Portal.	ACT ASPIRE
March	1: ACT Plus Writing Assessment (Grade 11)	ACT
	1 - 4: NAEP Testing (window is Jan. 25 - Mar. 4)	NAEP
	1 - 15: ACT Plus Writing assessment window for students with accommodations (Grade 11)	ACT
	2: ACT WorkKeys Assessment (Grade 11)	WorkKeys
	2 - 16 ACT WorkKeys assessment window for students with accommodations (Gr. 11)	WorkKeys
	7: DPI creates rosters for the ACT and WorkKeys Exams (grade 11) - Ensure that WSLS enrollment information is current and up to date	ACT/WorkKeys
	7: Districts will have access to and can edit student demographic data and accommodations in eDirect	**Forward**
	14 - May 20: DLM Data Lockdown	DLM
	14 - 22: ACCESS for ELLs Demographic Data Validation Window	ACCESS
	15: ACT Plus Writing Make Up Day (Grade 11)	ACT
	16: ACT WorkKeys Make Up Day (Grade 11)	WorkKeys
	18: Deadline to order paper-based tests. Only students who require Large Print, Braille, or American Sign Language are eligible to test with paper tests. Students must have a completed PNP and be placed into paper-based test sessions.	ACT ASPIRE
	28 - May 20: Forward Exam window – ELA, and Mathematics Grades 3-8, Science Grades 4 and 8, and Social Studies Grades 4, 8, and 10	Forward
	28 - May 20: DLM Exam window – ELA, and Mathematics Grades 3-11, Science Grades 4 and 8-11 and Social Studies Grades 4, 8, and 10	DLM

Important Tasks to Remember			
❏	Pack completed test materials and return to DRC. Consolidate shipments if possible.	ACCESS
❏	**Plan for March 14-22 ACCESS for ELLs Demographic Validation**	**ACCESS**
❏	Note ACT & WorkKeys 2017 administration dates and communicate to relevant team members	ACT/WorkKeys
❏	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	Aspire
❏	Register for ACT Aspire Online Q&A Session	ACT/ACT Aspire
❏	Activate DLM user accounts in Educator Portal at least one week prior to needing access to required Test Administration training on Moodle	DLM
❏	Tech coordinators can access and download KITE Client; all testing devices must be updated for spring 2016	DLM
❏	Review DLM Science Test information	DLM
❏	Review *Important Updates Regarding DLM's KITE Educator Portal and Individual Student Score Reports*	DLM
❏	Upload Student Enrollments and Rosters using new templates available on the DLM Website	DLM
❏	Review Education Portal data prior to March 14 lockdown	DLM
❏	**Check out our Wisconsin Forward Exam Resources Webpage for new updates!**	**Forward**
❏	Check out the Forward Exam Testing Times guidelines, Calendar, and Blueprints	Forward
❏	Download the PALS-K and PALS 1-3 mid-year assessments (Form C) and PreK mid-year forms from the Materials tab of the PALS Online Score Entry and Reporting System	PALS
❏	Review 2016-2017 Reading Readiness guidance from DPI	PALS
❏	Ensure that WSLS enrollment information is current and up to date according to assessments and dates listed above.	General
❏	Review WISEdash for Districts updates	General

NEW: Website Update Highlights*		
Webpage	**Contains**	**Assessment**
Multiple Student Upload File Layout	Provides information on uploading multiple students in eDirect	Forward
Text Dependent Analysis (TDA) Writing Rubric	Wisconsin Forward TDA Scoring Guidelines	Forward
Sample Test Schedules	Examples of possible test schedules your district/school can create for the Forward Exam	Forward
Proctor Guidelines	Brief overview of qualification, guidelines, and responsibilities of the Forward Exam proctor	Forward
Wisconsin-specific AVOCET	Manuals, trainings, and technology information for the Spring testing - **NOTE Aspire Accessibility User's Guide for Spring 2016 is now available**	Aspire
Reminder: Calendar of Training Events	Regularly occurring webinars for districts and schools, covering a variety of topics	Aspire

As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with high relevance to our upcoming test windows.